

# Admissions Policy 2026-2027



## **Our Vision:**

*Experiencing life in all its fullness we grow to be the best that we can be*

*(Based on Biblical Reference John 10:10)*

## **All Souls**

CHURCH OF ENGLAND PRIMARY SCHOOL  
Foley Street, London W1W 7JJ

All Souls is a Church of England school with a strong Christian identity and ethos. We are a very inclusive school and we welcome families of Christian faith, other faiths and those with no faith. We do, however, expect children and their parents to uphold our mission statement: 'We learn and grow through faith hope and love' and our Christian values.

Although most of our families live locally, we do have parents who work in the area who bring in their children and subject to our admissions policy; we welcome all children, regardless of where they live.

All Souls C of E Primary School has 200 places in the main school and 10 places in the Village. There is a 26-place main stream Nursery. Places in the Village are solely for pupils with an Autism diagnosis and will be allocated through the LA's SEN team. For main school admissions the following criteria applies:

## **Admissions Criteria:**

1. Children in public care and previously looked-after children.<sup>1</sup>
2. Children of a parent/carer who are committed members of, and regular worshippers at, All Souls Church or Clubhouse.<sup>2</sup>

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<sup>1</sup> Previously looked-after children are those who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

<sup>2</sup> 'Regular worshipper' is defined as a parent and child(ren) who worship and are involved with All Souls Church at least three times in two months over the period of a year. A clergy form will need to be completed to evidence this.

3. Children of a parent/carer who are committed members of and regular worshippers at a local Christian church for whom we are the nearest primary school.<sup>3</sup>
4. Children who will have a sibling in the school at the time of proposed admission.
5. Children of staff employed by the school.<sup>4</sup>
6. Children who have previously had a Nursery Place at the school.
7. Children whose parent/carer satisfy to the Governing Body that there is an exceptional need for education at this particular school for medical or social reasons. This would need to be supported by professional evidence.

**Distance from the school will be used, if necessary, to prioritise successful applications of children in the previous categories.**

8. If, after Criteria 1-7 are exhausted, there are remaining places to be allocated, these will be decided on distance of residence of the child from the school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school. Those living closest to the school will receive the highest priority. Where two or more distances are the same a decision will be made using random allocation.<sup>5</sup>

## Information about Admissions

### Admission Arrangements

All Souls C of E Primary School participates in the City of Westminster's scheme for co-ordinated admission arrangements. Applicants to All Souls must complete the Local Authority Common Application Form. Parents applying for Church places must complete the schools supplementary form. Supplementary forms are available from the School office or the School's website. The Common Application Form is available from local authority websites. The closing date for applications for Reception is 15th January 2026.

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<sup>3</sup> 'Regular worshipper' is defined as a parent and child(ren) who worship and are involved with All Souls Church at least three times in two months over the period of a year. A clergy form will need to be completed to evidence this.

<sup>4</sup> A.) Where the member of staff has been employed at the school for at least two years at the time at which the application for admission to the school is made, and/or

B.) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

<sup>5</sup> Should a decision be made where more than one child lives the same distance from home to school, this will be decided using random allocation.

Families are encouraged to watch the virtual tour on the school website as well as visit the school. The school holds open days throughout November and December. Please see the school website for further details.

If you wish to visit the school outside of these dates, tours can be arranged with the Head of School (via the office). During these visits, there will be opportunity for parents to ask questions about the school and the application process.

The Governing Body are responsible for the admission of the pupils to the school. We admit 30 pupils to Reception class each year. Children are usually admitted into Reception class in September of the year they turn 5 years old\*. Places for Reception class will be offered on the 19<sup>th</sup> April 2026.

*\*(please see below for information regarding deferred entry)*

### **Waiting Lists**

The school operates a waiting list in accordance with the admissions criteria. Parents may request in writing to join the waiting list.

### **Appeals**

Parents who are not offered a place for their child have the rights to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the school office. These are also available on the School's website. The form should be sent to reach the Clerk to Appeals panel, c/o the School, within 20 days of the letter confirming the Governing Body's decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider a further application from those parents within the same academic year unless there have been significant and material changes to their circumstances.

### **Late Applications**

The Governors will consider late applications in accordance with the procedure in the Local Authority's Co-ordinated Scheme, as published in the LA School Admissions booklet.

### **Special Educational Needs**

Parents of pupils who have a statement of Special Educational needs/Education Health Care Plan are required to apply for school places separately through their local authority, from which advice is available. If a child with a statement or plan is placed in the School

by the Local Authority before the normal admission round, the number of places available to other applicants will be reduced.

### **Deferred Entry to Reception/Part-Time Entry**

The School admits children to the Reception Class in the September of the school year in which a child attains the age of 5 years (the school year runs from 1 September to the 31st August). Parents/carers applying for a place in the Reception Class may request to defer entry to the Reception Class until the beginning of the term after their child is five years old, but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2026/2027, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Parents/carers may request that their child attends part-time until their child reaches compulsory school age.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026, parents who do not wish them to start school in the school year 2026/27, but to be admitted in September 2027 for school year 2027/28, should discuss this with the School at an early stage. Any requests for a whole year deferral must be made in writing to the Head of School. Any decision regarding deferral will be made based on the individual circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The Governing Body will also take into consideration the views of the Head of School. The reasons for the decision will be communicated to the parent in writing.

Parents may decide not to apply for a Reception place in the School, but to apply for a Year 1 place starting in September 2027. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2026) for a Reception place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

### **Nursery Applications**

We offer 26 full time places in our Nursery. We follow the same admissions criteria for Nursery places. Applications for Nursery are made directly to the school through the school office. Please also be mindful that a child who has a place in the Nursery is not automatically guaranteed a place in Reception Class.

### **In-Year Admissions**

In year applications made directly to the school. Where there is no waiting list, the Local Authority will be notified and the child may then be admitted. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with our admissions criteria. If the school has been unable to offer your child a place, you can request in writing to be placed on the waiting list.